Nonpublic High School Completer Report

Due Date: June 15
Audit Window Close Date: June 30

SCOPE
This collection is for Nonpublic systems that have the potential of serving students in grade 12. Students are reported by type of completion and by gender and race/ethnicity.

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DIRECTIONS
Access
Accessing the Nonpublic High School Completer Report collection requires a Consolidated Data Collection (CDC) activation code – General, All or Approver User Type. If you do not have the Consolidated Data Collection (CDC) in Data Collections, you will need to obtain an activation code from your District Administrator.
1. Log into the NDE Portal at https://portal.education.ne.gov

2. Click on the blue Data Collections tab

3. Click on the Consolidated Data Collection (CDC) link

4. From the Open Collections list, choose Nonpublic High School Completer Report

Navigation
Upon entering the collection, you will see
1. The Title
2. A Main Menu list of options
3. A list of the school(s) to report and their status
4. A Click to Complete Form and View/Print Summary Report button, and
5. The Submit/Approve section (Only Approver user types will see the Approve button)
Main Menu
1. Contact Us – Lists NDE contacts to call or email if you have questions while completing the report
2. Click for Instructions – Opens this documents
Other menu items seen through the collection include
1. Collection Main Page – Returns user to Nonpublic High School Completer collection main page
2. CDC Main Page – Takes user back to the Consolidated Data Collections main page
3. Logout – Closes the current tab and returns user to NDE Portal

To Begin
Click the Click to Complete Form button.

NDE FORM #02-043
NONPUBLIC HIGH SCHOOL COMPLETER REPORT

<table>
<thead>
<tr>
<th>AGENCYID</th>
<th>NAME</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-0000-000</td>
<td>EXAMPLE SCHOOL</td>
<td></td>
</tr>
</tbody>
</table>

= Incomplete  = Completed

Click to Complete Form  View/Print Summary Report

No Completers
The grid is pre-populated with zeros. If the system has no completers for the selected school year there is no data to change.

20182019 Nonpublic High School Completer Report
Select District/System
00-0000 - EXAMPLE SCHOOL [00-0000-000]  
INCOMPLETE

After completion, please print a copy using the “View/Print Summary Report” for your records
Click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.

![Mark Complete](image)

Click on **Finished**. This will return you to the collection main page where you can submit the report. (See Submission section for instructions.)

![Finished](image)

**Completers**

1. If the system has **completers** to report for the selected school year, enter data into the appropriate gender/race categories and type of completer. For Category definitions:
   - Click on the link to Ethnicity Definitions Help Screen (at the top of the page) for a complete description of the abbreviated column headings for both the Type of Completer and the Race/Ethnicity, or
   - See hint (above the grid) by hovering over the column or row heading to get a brief description, or
   - View Appendix B in this instruction document for Definitions.

   ![Ethnicity Definitions Help Screen](image)

<table>
<thead>
<tr>
<th>Type</th>
<th>FAM</th>
<th>MAM</th>
<th>FAS</th>
<th>MAS</th>
<th>FBI</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Click on the **Update** button to save the data that has been entered.

   ![Update](image)

3. When data entry has been completed, click on the **Mark Complete** button*. The red INCOMPLETE will change to a green COMPLETE.

   ![Mark Complete](image)
4. Click the **Finished** button to return to the collection main page.

*This data collection is intended to be completed at the system level (superintendent or principal’s office). A printed copy of this report does not need to be sent to the Nebraska Department of Education but a copy should be printed for your files. By clicking the “Mark Complete” button you are submitting your data and assuring that it is a true and accurate report.*

**Finalize Data**

In order to complete the collection, each school will need to have a green check mark under the Status column.

Once all schools (as applicable) have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for your files.
After user has completed data entry click on the **SUBMIT** button, indicating the collection is ready to be reviewed by your District Administrator.

![SUBMIT and APPROVE buttons]

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

![SUBMIT and APPROVE buttons]

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.

**APPENDIX A**
DEFINITIONS and EXAMPLES

All school systems must apply a uniform definition to ensure comparable and consistent data statewide. The following are standard completer definitions for all state and federal reporting.

School Year:
A school year is defined as the 12-month period of time beginning with the normal opening of school in the fall.

Membership:
Membership is as October 1st, the count of students on the current roll of the system which actually provided more than 50 percent of the student’s instruction. A student may be carried on the roll of only one school system at a time.

Completer:
A student who graduated from high school or completed an approved education program and received formal recognition from local school system authorities.

Report all students who completed the normal course of study for high school. Report both regular diploma recipients and other high school completers.

In past years, 5th, 6th and 7th year completers were reported in separate categories. This is no longer the case. Be sure to include them in regular diploma recipients or other high school completers, if appropriate.

Please Note: This does not include persons receiving a diploma of high school equivalency. GED’s are not counted as high school completers in this system. A student must be officially withdrawn from membership in order to take the GED tests. If your board formally recognizes GED recipients (i.e., a school system awards a local high school diploma based on a student’s successful completion of the GED tests), they should be reported under the "Other High School Completer" category.

High school completers should be reported under the Type of Completer:
RD = Regular Diploma
OC = Other Completer

Diploma Recipient: An individual who received a regular diploma during the previous school year and subsequent summer school.
- Includes System Approved Alternative Programs.
- Diploma Recipient is the only category NDE uses to calculate graduation rates.
- Special Education Students: Special Education students can be reported in either completion category depending on language contained in the students Individual Education Program (IEP).

Other High School Completer: An individual who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.
- Other High School Completers are not used in calculating the graduation rate.

<table>
<thead>
<tr>
<th>Example #1</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul is a 12th grader in the Fall of 2017. He attends school, but does not have enough credits to graduate. He does complete the school year. He does not return in the Fall of 2018. Paul did not receive a diploma or any other certificate.</td>
<td>Paul is not reported as a completer on this form because he left school without meeting the requirements for a completion credential. Paul is reported as a dropout for the 2018-2019 school year because he left school without completing the requirements for graduation and did not return in the Fall of 2018.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example #2</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary went through graduating ceremonies with her Class of 2018 (school year of 2017-2018). She received a Certificate of Attendance. Mary returns to school for the next school year (2018-2019), however she still does not complete and does not return for another year.</td>
<td>Mary is reported as an &quot;Other High School Completer&quot; for the school year 2017-2018 (Class of 2018) Mary is not counted as a Diploma Recipient for 2018-2019. Mary is not reported as a dropout for 2018-2019, as she received a Certificate of Attendance the year prior.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example #3</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy has been in 12th grade for three years and is now 21 and cannot return to school in the Fall of 2019 due to his age. He did not receive a diploma or any other certificate.</td>
<td>Randy is not reported as a Diploma Recipient or Other High School Completer.</td>
</tr>
</tbody>
</table>

APPENDIX B
CODE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| HI   | Hispanic                       | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.  
If a person is Hispanic they should always be reported in this category (even if they have another race). |
| MU   | Multi                          | A person that is not Hispanic, but has more than one race.                                                                             |
| AM   | American Indian/Alaska Native  | A person that is not Hispanic, having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. |
| AS   | Asian                          | A person that is not Hispanic, having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| BL   | Black or African American      | A person that is not Hispanic, having origins in any of the black racial groups of Africa.                                              |
| PI   | Native Hawaiian or Other Pacific Islander | A person that is not Hispanic, having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. |
| WH   | White                          | A person that is not Hispanic, having origins in any of the original peoples of Europe, the Middle East or North Africa.                  |

If you have any questions regarding reporting under the new Race and Ethnicity categories, please refer to the publications NDE has provided at [http://www.education.ne.gov/nssrs/Resources.html](http://www.education.ne.gov/nssrs/Resources.html) under Instructions, Student Related Information, Race Ethnicity.

ETHNICITY/GENDER CODES:
FAM – Female American Indian/Alaska Native
MAM – Male American Indian/Alaska Native
FAS – Female Asian
MAS – Male Asian
FBL – Female Black or African American
MBL – Male Black or African American
FHI – Female Hispanic
MHI – Male Hispanic
FPI – Female Native Hawaiian or Other Pacific Islander
MPI – Male Native Hawaiian or Other Pacific Islander
FWH – Female White
MWH – Male White
FMU – Female Multi-Race
MMU – Male Multi-Race

**COMPLETER TYPE CODES:**
RD – Regular Diploma
OC – Other Completer